

Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

Professional Standards Learning Code 3120
Length: 30 minutes



Revised March 2016

"Introduction to Conducting CNP Direct Certification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

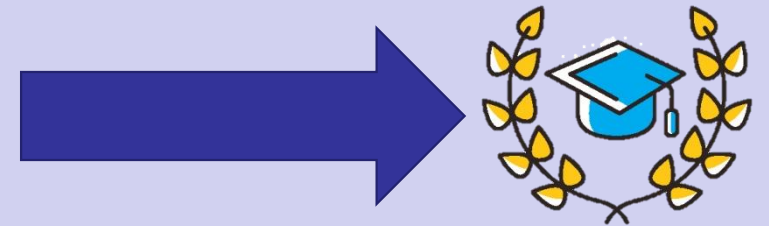
Objectives

This training will provide an introduction to CNP Direct Certification. It will:

- Review the term *Direct Certification*
- Explain how the CNP Direct Certification matching system works
- Identify the different ways to search in CNP Direct Certification
- Explain “match” and “no match” results
- Provide additional resources for each searching method

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light purple like you see on this slide.



File Upload: SAIS Format

The Step by Step Instruction will review:

Definitions	Slides 5-6
Overview of the Direct Certification Process	Slides 7-12
Overview of Search Methods	Slides 13-21
Additional Resources for Conducting Direct Certification	Slides 22-23

*The following slides will only cover an introduction to Direct Certification. **Please refer back to the ADE webpage for additional guidance on how to conduct direct certification using the various methods discussed in this presentation.***

Important Definitions

Definitions

Definitions

Meal benefits- meals are provided at no cost (Free) or reduced-priced (reduced) for eligible children

Certification – the process of assigning meal benefits for a child based on obtained documentation.

Direct Certification - determining children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. Children directly certified will automatically receive free meal benefits without submitting a household application.

CNP Direct Certification – Automated State Matching system created by Arizona Department of Education (ADE) that communicates directly with Department of Economic Security (DES). Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e., SNAP, TANF) and Foster care agencies.

Overview of the Process of Direct Certification

CNP Direct Certification

State-level matching system

State level matching means ADE is responsible for a system that matches a list of children enrolled in schools participating in the NSLP with a list of children receiving SNAP/TANF and Foster benefits. After conducting the match process, relevant information is provided to the LEA to process at the local level.

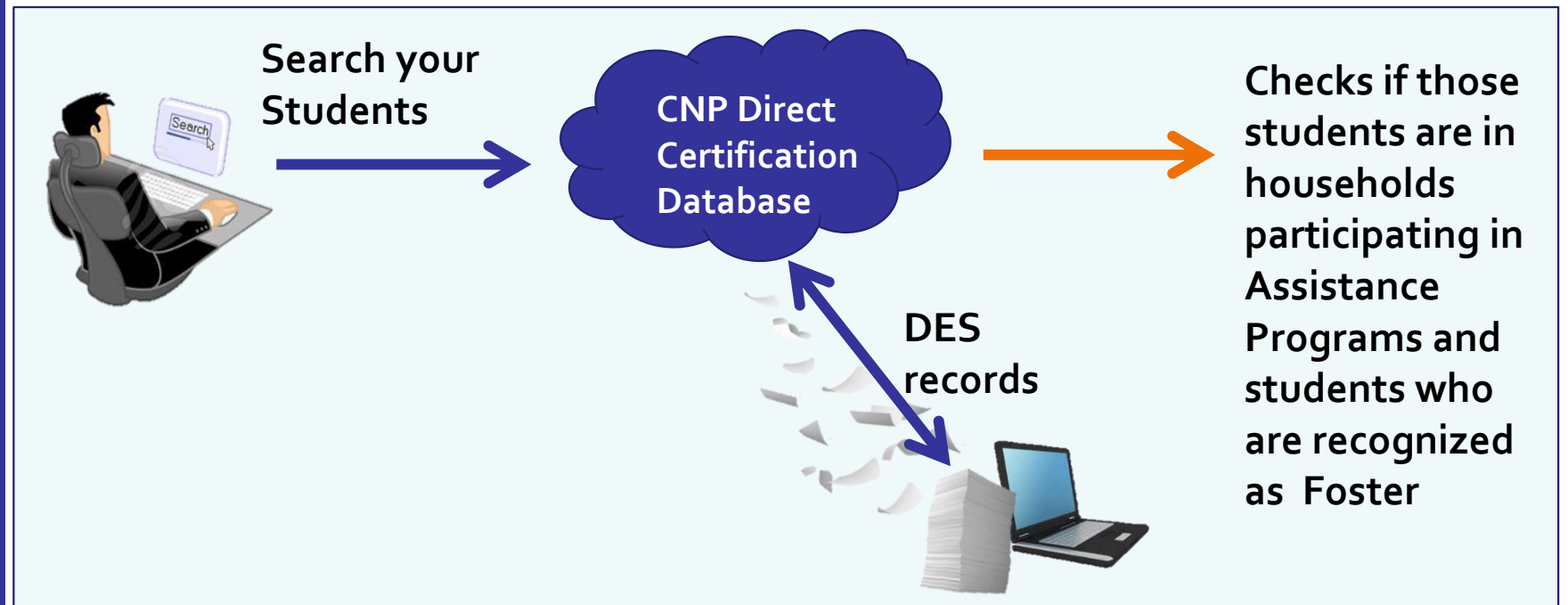
What types of households can be directly certified by communicating directly with DES?

- Assistance Programs
Families who receive benefits through Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) are administered by DES.
- Foster Children

CNP Direct Certification

*How can schools know if the child is in a household that is participating in an Assistance Program **WITHOUT** contacting the family?*

School's are able to search for students through **CNP Direct Certification**. This computer matching system is connected with Department of Economic Security (DES) who administers the SNAP and TANF assistance programs and Foster services.



Comprehension Check

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

- A. ADE enrollment records
- B. DES records for participation in SNAP/TANF or Foster programs
- C. AZ Department of Health records



Comprehension Check

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

- A. ADE enrollment records
- B. DES records for participation in SNAP/TANF or Foster programs**
- C. AZ Department of Health records

CNP Direct Certification looks for students who live in households that receive SNAP or TANF assistance, or are part of the Foster Care System. This information is housed in the DES database. Refer to slide 9 for guidance on this question.



Results of CNP Direct Certification

- If any student resulted in a “Match”

If one child results in a “Match” in the SNAP or TANF programs, it means that child is also found in the DES system. The child and all students in that household will receive free meal benefits for the program year.

If a child results in a “Match” in the foster program, it means that child is in the DES system. Only that child receives free meal benefits for the program year. The benefits do not extend to other children in the household.

All children who come up as a match, and siblings when appropriate are considered “directly certified”.

- If any student resulted in a “No Match”

The child is not found in the DES system. In order for the child to obtain meals benefits, the school must request documentation/household application from household.

Here is an example of what your results will look like:

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	carson	millers	12/02/1991	No Match						
2	Jessica	Aldroff	10/29/2001	No Match						
3	Faith	Harlton	08/23/2003	No Match						
3	Emily	Harlton	08/23/2003	No Match						

Overview of Search Methods

Search Methods

Searching for Students

FIRST

Choose *HOW* you want to enter the data:

- File Upload- Create a list of students/data to upload into the search bar
- Individual Student Look Up- Type student/data directly into the search bar
- State Match- If your district assigns Student Accountability Information Services (SAIS) ID find your site within a drop down, enrollment is pre-populated

SECOND

If you are creating a list (File Upload) or typing in student/data (Individual Student Look Up), you will need to choose *WHAT DATA* to search for the student. You may use:

- First Name/Last Name/Date of Birth (Standard- Method)
- Social Security Number
- Student Accountability Information Services (SAIS) ID

Student Data: SAIS ID

Student Accountability Information Services ID (SAIS IDs)

- **SAIS Student ID** - Arizona Department of Education assigns each student with a SAIS ID that acts as a student identifier from K-12th grade.
- SAIS IDs can be utilized to conduct CNP Direct Certification only if the site annually reports SAIS data to SAIS division of Arizona Department of Education (ADE).

*If your school does not report SAIS data to ADE, the SAIS upload option will not provide results and will show zero (0) students and matches. This will effect all search methods using SAIS IDs: State Match, File Upload using SAIS IDs and Individual Student Look Up using SAIS IDs.

ADE SAIS: <http://www.azed.gov/student-accountability/>

SAIS Support Center:

Phone: 602-542-7378

Toll Free: 1-866-577-9636

Email: ADESupport@azed.gov

Search Methods

Reviewing Search Methods and type of Student Data

Searching Method		What student data will you use? (Choose ONE)
File Upload	Create a list of student data to upload into the search bar	<ul style="list-style-type: none">• Name/Birthdate or;• SSN or;• SAIS ID
Individual Student Look Up	Type student data directly into the search table	<ul style="list-style-type: none">• Name/Birthdate or;• SSN or;• SAIS ID
State Match	Find your sponsor within a drop down, enrollment is pre-populated	<ul style="list-style-type: none">• SAIS ID

CNP Direct Certification Search Options:

Arizona Department of Education

Home File Upload State Match Individual Student Lookup Reports Administration Help Common Logon Logout

Home > File Upload CNP Direct Certification / Direct Verification Welcome Emily Moldhan

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- Direct Verification functionality IS currently available (it is available from 10/1/2014 through 4/1/2015).
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

Browse...

Click here to upload your file: Submit

Options

Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

Arizona Department of Education

Home File Upload State Match Individual Student Lookup Reports Administration Help Common Logon Logout

Home > Individual Student Lookup CNP Direct Certification / Direct Verification Welcome Emily Moldhan

Individual Student Lookup

Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 10/1/2014 through 4/1/2015).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	First Name	Last Name	Birthdate
1	Emily	Smith	12/01/2005
2			
3			
4			
5			
6			
7			
8			
9			
10			

Options

Search using this format:

- ☒ Standard Format (First and Last Name, Birthdate)
- ☐ SAIS ID Format
- ☐ SSN Format
- ☐ Case Number Format (DES SNAP/TANF Case Number)

Show these students in the display:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☐ Check here to do a Direct Verification search

File Upload
Upload your list of students here.

State Match
Find your Sponsor using this dropdown.

Arizona Department of Education

Home File Upload State Match Individual Student Lookup Reports Administration Help Common Logon Logout

Home > State Match CNP Direct Certification / Direct Verification

State Match

- Use this method to check the eligibility of all students for a selected sponsor and/or site by comparing the SAIS data to the DES data.
- The sponsor(s) you are authorized for are listed or displayed in the "Sponsor Selection" area.
- The site(s) you are authorized for are listed in the "Site Selection" drop down. Select "All Sites" to check all students for a selected sponsor at once.
- Select the "Options" as desired and click the "Submit" button to view the results for the selected sponsor on this page.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- If the sponsor or site you select has more than 5000 students your search results will only be available in download format.

Search Criteria

Sponsor Selection

A & A COTTAGES INC (072745000)

Site Selection

All Sites

Click here to process your State Match: Submit

Options

Show these students in the display:

- ☒ All students
- ☐ Students that match DES
- ☐ Students that don't match DES

Provide my results as:

- ☒ On-screen Display only
- ☐ Download only
- ☐ On-screen Display AND Download

Individual Student Look Up
Type your student's data directly into this search table.

Comprehension Check

Which of the following is not a method for HOW you can search for students in CNP Direct Certification?

- A. Enrollment Scan
- B. File Upload
- C. State Match
- D. Individual Student Lookup



Comprehension Check

Which of the following is **not** a method for HOW you can search for students in CNP Direct Certification?

- A. **Enrollment Scan**
- B. File Upload
- C. State Match
- D. Individual Student Lookup

There's no search method called enrollment scan. You must decide if you will use file upload, state match, or individual student lookup. Refer to slide 14 for descriptions of each method.



Comprehension Check

Which of the following is not a type of data you can enter into the CNP Direct Certification system?

- A. Standard (first name, last name, birthdate)
- B. SAIS ID
- C. Home address
- D. Social Security Number



Comprehension Check

Which of the following is **not** a type of data you can enter into the CNP Direct Certification system?

- A. Standard (first name, last name, birthdate)
- B. SAIS ID
- C. **Home address**
- D. Social Security Number

The CNP Direct Certification system does not have capabilities to search for home addresses. Addresses could be temporary and change often, so this would not be an accurate way to search. You will need to use the more permanent identifiers including student names and birthdates, SAIS ID numbers, or Social Security Numbers in order to search in CNP Direct Certification.



Additional Resources for Conducting Direct Certification

Step by Step Instructions

The following are available Step by Step Instructions for each method and type of information:

- [How to Conduct Direct Certification using File Upload: SAIS IDs](#)
- [How to Conduct Direct Certification using File Upload: Social Security Numbers \(SSN\)](#)
- [How to Conduct Direct Certification using File Upload: Standard Format](#)
- [How to Conduct Direct Certification using Individual Student Look Up](#)
- [How to Conduct Direct Certification using State Match](#)

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